

**Summary of the
NELAC Board of Directors/Committee Chairs Meeting
June 17, 1999**

The Board of Directors and Committee Chairs of the National Environmental Laboratory Accreditation Conference convened by teleconference at 1:30 p.m. on June 17, 1999. The meeting was led by the Board chair, Dr. Ken Jackson. The action items are shown in Attachment A, incomplete action items from past meetings are shown in Attachment B and the list of participants are shown in Attachment C.

Approval of Minutes

The minutes of the May 27, 1999 teleconference were reviewed and approved with minor revisions.

Summary Report from Committee Chairs

- S** Program Policy and Structure - Dr. Marcia Davies reported that the glossary issue was being addressed by Tom McAnich and a member of the Quality Systems Committee and a new glossary should be available by the conference date. The issue of the Field Measurements ad hoc Committee becoming a standing committee would be addressed.
- S** Proficiency Testing Committee - Ms. Barbara Burmeister reported that the PT Committee would address the issue of the delay of NIST accrediting PT providers. Ms. Reenie Parris, NIST, will be asked to give an overview. The revised wording in various sections of the chapter will also be addressed.
- S** On-site Assessment Committee - Mr. Wayne Davis reported that editorial changes in the chapter would be addressed along with discussion of the various checklists and assessor training courses revisions.
- S** Accreditation Process Committee - Ms. Marge Prevost reported that the issue of mobile laboratories and "grandfathering" of laboratory directors would be discussed.
- S** Regulatory Coordination Committee - Dr. Carl Kircher reported that the committee would discuss EPA's April 1999 regulatory agenda and will circulate a draft document on the proposed changes to ISO Guide 25.
- S** National Database Committee - Mr. Matt Caruso reported that Mr. Jeff Worthington, EPA, would give a report on the status of the database.
- S** Transition Committee - Dr. Charles Brokopp reported that the committee would discuss the status of the Accrediting Authorities, what the next steps are - the process; the results

of the lab survey by Jerry Parr; and an update “PT for Dummies” by Ms. Burmeister.

- S** Membership and Outreach Committee - Dr. Irene Ronning reported that the committee would discuss FAQs and creating presentations for the website. She stated that the committee is seeking the appointment of a liaison to the Membership and Outreach Committee from each of the other committees and that person would attend their meeting at the Annual/Interim meetings and be available for teleconference meetings to provide information on what is currently happening in their respective committees.
- S** Nominating Committee - Ms. Batterton announced that the committee is not scheduled to meet at the Annual Meeting but that Dr. Charles Brokopp has been nominated for Chair-elect and Ms. Anne Rhyne and Dr. Paul Kimsey have been nominated for Members-At-Large of the Board of Directors.
- S** Field Measurements ad hoc Committee - Dr. Bart Simmons reported that the committee would be discussing the proposal that it become a standing committee.
- S** Quality Systems Committee - Mr. Joe Slayton reported that the Quality Systems Committee would be addressing the revisions of the standards (due to comments received) along with issues on ethics and ethics training, an item about calibration, the correction of an error in the standards, an item on toxicity, the idea of a combined glossary and the use of the term “chain of custody.”

Meeting of Board & Chairs at NELAC V

A meeting of the Board and Chairs will be held at 8:30 a.m. on Monday, June 28, 1999.

Summary of meeting with EPA Deputy Administrator

Dr. Jackson reported that Mr. Peter Robertson, EPA Deputy Administrator, was very supportive of NELAC and promised future support at the present level for FY2000. He stated that no exit strategy was being planned and that the ELAB Charter would be renewed.

Training on Robert’s Rules of Order

Mr. Richard Craig of the Texas Natural Resource Conservation Commission gave a brief overview of Robert’s Rules of Order

Action Items
Board of Directors Teleconference
June 17, 1999

Item No.	Action	Status
1.	Dr. Irene Ronning is to present a proposal for selecting liaisons to the Membership and Outreach Committee from each of the other committees. She is to prepare this for the next Board of Directors meeting.	

Incomplete Action Items from Past Teleconferences

Date of Teleconference	Action	Status
01/11/99	Committee Chairs are to prepare "Frequently Asked Questions" for posting on the website. They are to submit these to Dr. Irene Ronning.	On-going
01/07/99	Ms. Mourrain, Ms. Dutrow and Mr. Slayton will develop a policy on handling of comments and, also, will develop a standardized letter.	On-going
02/04/99	Ms. Mourrain, Ms. Batterton, Ms. Sample and Dr. Hartwig will work on developing a training program for the Committee Chairs.	On-going
02/25/99	Dr. Gary King will be asked to work on the issue paper for the Indian Tribes with Ms. Regelski.	On-going
05/27/99	Dr. Jackson will prepare another letter to the Assistant Administrator for Water regarding their PT program and Ms. Mourrain will contact Steve Clark to let him know that a follow-up letter will be forthcoming.	On-going
05/27/99	Dr. Jackson will send the Board members a list of states that are not participating in NELAC committees so that the Board members can solicit participation.	On-going

List of Participants
Board of Directors/Committee Chairs Teleconference
June 17, 1999

Name	Affiliation	Telephone Numbers
Dr. Ken Jackson Chair	NY Dept. of Health	Tel: 518-485-5570 Fax: 518-485-5568 E-mail: jackson@wadsworth.org
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Dr. Charles Brokopp	UT Department of Health	Tel: 801-584-8406 Fax: 801-584-8486 E-mail: cbrokopp@doh.state.ut.us
Dr. Ron Cada (Absent)	CO Dept. of Health	Tel: 303-692-3096 Fax: 303-344-9989 E-mail: ron.cada@state.co.us
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Ms. Marge Prevost Accreditation Process	NY State Department of Health	Tel: 518-485-5570 Fax: 518-485-5568 E-mail: mmp03@health.state.ny.us
Ms. Barbara Burmeister for Ms. Anne Rhyne Proficiency Testing	TNRCC	Tel: 512-239-1291 Fax: 512-239-2550 E-mail: arhyne@tnrcc.state.tx.us
Dr. Irene Ronning Membership & Outreach	OR Health Division/Public Health Laboratories	Tel: 503-229-5505 Fax: 503-229-5682 E-mail: irene.e.ronning@state.or.us
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